



GS CARE
Coronavirus (COVID-19) Policy
March 2021

Guelph School-Age CARE Inc.

508-23 Woodlawn Rd. E. Guelph, ON N1H7G6 • 519-716-6622 • info@gs-care.com • gs-care.com

Background Information

Covid-19 can be spread through direct contact with droplets that are spread by coughing and sneezing and usually occurs within about six feet of the person that is infected.

Infected droplets on surfaces can be spread by someone touching the droplets and then touching their mouth, nose or eyes.

It is believed that the droplets on surfaces may live for 3 to 72 hours, depending on the surface.

Cleaning with soap and water or with Health Canada Approved disinfectants will typically eliminate the risk of spread.

Physical distancing, hand hygiene, respiratory etiquette, wearing non-medical face masks or face coverings and cleaning are strategies which help in reducing the risk of exposure to COVID -19.

Wearing of Face masks/face coverings

As per the recommendations from Wellington Dufferin Guelph Public Health Unit (WDGPH), at GS CARE, non medical face masks/coverings are mandatory for all students when they are **indoors and outdoors**. There are exceptions:

- Children under the age of five years (either chronologically or developmentally) who refuse to wear a face covering and cannot be persuaded to do so by their caregiver.
- People whose ability to breathe in any way is inhibited by the face covering.
- People that have any other medical reason they cannot wear a face covering safely, such as, but not limited to, respiratory disease, cognitive difficulties or difficulties in hearing or processing information.

Parents are asked to send at least two masks per day so students are not wearing the same mask all day.

Staff are required to wear a face mask and face shield (provided by GS CARE) before entering their school site.

Parents must wear a mask when dropping off and picking up their children.

The health and safety of staff, students, parents and our wider community is of utmost importance and the following prevention measures must be followed.

Before leaving home

Staff are required to self-screen for the following symptoms:

- A temperature that is equal to or greater than 37.8°C **OR**
- Any new or worsening cough, shortness of breath, sore throat, nasal congestion, loss of taste or smell, headache, chills, fatigue, malaise or muscle aches, nausea, vomiting, diarrhea, abdominal pain

Seek health care for COVID-19 if needed.

If staff experience symptoms or signs of COVID -19 they must immediately inform GS CARE regardless of when the onset of symptoms or signs occur (e.g.) evenings or weekends.

If staff have no symptoms or signs, they can report to work. When staff enter their school site, they are declaring that they are symptom free.

Staff are required to wear a face mask and face shield (provided by GS CARE) before entering their school site and at all times (**both indoors and outdoors**).

All staff and visitors must sign a self-screening verification form when they arrive for work each day. These forms will be maintained and organized, by most recent date, in the GS CARE filing cabinet on site for three years.

All staff and visitors present in the classroom will be recorded on the classroom attendance sheet. Attendance sheets are maintained and organized, by month, in the GS CARE filing cabinet on site for three years.

Arrival of students

All parents/guardians have been provided with a WDGPH COVID-19 Screening Tool for Children and mandatory screening must take place at home before students arrive at GS CARE for the morning program.

For students that attend GS CARE in the afternoon only, the screening process will be done by parents at home (as per the instructions of the school), before sending their child to school. Parents are required to wear masks when dropping off and only one adult may drop off. There is one designated entrance for families.

For parents/guardians dropping off before school, there will be a table, close to the designated entrance, that will have a form for the parent/guardian to sign to verify that she/he has pre-screened the child and that no COVID-19 symptoms were observed. These forms will be maintained and organized, by most recent date, in the GS CARE filing cabinet on site for three years.

GS CARE staff will be available at the above station to greet the parent/guardian, ensure that the verification form is signed and that the child(ren) does not exhibit symptoms of being ill. Only one parent can approach the entrance at one time, others waiting to drop off must remain outside until the parent dropping off has moved and is at least 2 metres away from the entrance.

Parents/guardians dropping off a student must make contact with the GS CARE staff at the entrance and must not enter the school beyond the screening table for any reason.

The Staff will escort the student to put away their backpack and then assist the student to wash/sanitize their hands before entering the program. Staff will then sanitize their hands before assisting the next student.

GS CARE staff will release students into the supervision of the school as per the instructions from the Principal.

Departure of students

Parents are not allowed to enter the school and will be asked to call or text the site cell phone in advance of picking up their child so the staff can prepare the student for pick up. Site cell phone numbers will be posted at the entrance to each program.

Students must wash/sanitize their hands before leaving the program.

Parents are required to wear masks when picking up and only one adult may pick up.

Parents must remain outside the designated entrance until their child is brought to them by staff.

Only one parent can approach the entrance at one time, others waiting to pick up must remain outside until the parent picking up has moved and is at least 2 metres away from the entrance

Enhanced Monitoring for COVID-19

In addition to daily health checks upon arrival, ongoing monitoring for signs and symptoms specific to COVID-19 must be performed at all times for both staff and students at GS CARE. Staff need to use discretion (and their knowledge of each student) on the severity or changes to the symptoms before activating isolation. For example, a single short episode of sneezing alone may not constitute isolation.

Suspected cases of COVID-19

Student - while in attendance

Any student exhibiting prominent symptoms associated with COVID-19 must be immediately separated from others in a supervised, isolated area.

Staff will escort the student to the Health room (designated at each school site) and utilize the GS CARE Health Kit immediately, following the instructions provided for putting on the PPE provided (face mask, face shield, gown, disposable gloves).

The staff supervising the student must remain in the Health room until the student is picked up.

While in isolation, the student should wear a surgical mask (in the Health Kit) if tolerated.

Tissues should be provided to the student for proper respiratory etiquette, with proper disposal of the tissue and proper hand hygiene.

The parent will be notified and must immediately pick up their child.

The student should be closely monitored and comforted as needed while trying to maintain as much social distancing as possible.

Once the student is picked up, the supervising staff must remove all PPE following the instructions provided for safely removing PPE and then notify the custodian that the room has been used so that it can be thoroughly disinfected.

Any Health Kit supplies that have been used must be replenished and staff must return the Health Kit to the designated storage place.

The site Supervisor must begin to complete the appropriate Suspected/Confirmed case of COVID-19 Tracking Form for Child Care Centres to document details of the suspected case.

The site Supervisor must immediately notify their Manager and the school Principal of the suspected case.

If the case is confirmed Positive, the site Supervisor must contact the WDGPH designate and complete a Serious Occurrence.

The Supervisor must notify families and staff who came into contact with the suspected case that day.

The Supervisor needs to follow direction provided to them by WDGPH as each situation is unique.

If the student is deemed to have symptoms of COVID-19 as outlined on the WDGPH screening tool, the student must be tested at a COVID-19 Assessment Centre and inform them that they attend GS CARE.

A negative result must be confirmed or the student must remain away from GS CARE for a minimum of 14 days from the onset of symptoms.

If the student is negative for COVID-19 but still displaying symptoms, they must be symptom-free for 24 hours before returning to GS CARE as they may have some other infectious disease.

Staff - while in attendance

A staff member exhibiting symptoms of COVID-19 must immediately report them to their Supervisor who will advise all other staff members that they were in contact that day. Once staff coverage is confirmed, the staff will be required to leave work and arrange to be tested for COVID-19. They must also let the Assessment Centre know that they work at GS CARE.

The Supervisor will complete the Suspected/Confirmed COVID-19 Tracking Form for Child Care Centres.

The Supervisor will notify their Manager and the school Principal of the suspected case. If the case is confirmed Positive, the site Supervisor must contact the WDGPH designate and complete a Serious Occurrence.

The Supervisor will notify families of children who came into contact with the staff and remind them to continue to self monitor.

The symptomatic staff member is responsible to contact the Supervisor on a daily basis and report any changes to their health.

The staff member must immediately inform their Supervisor and provide them with verification of the test result. If negative, they are able to return to work the next day providing they have been symptom-free for 24 hours.

Students/Staff – while not in attendance

GS CARE must be notified if a student or staff begin to experience symptoms of COVID-19. GS CARE must complete the Suspected/Confirmed COVID-19 Tracking Form for Child Care Centres.

The Supervisor will notify their Manager and the school Principal of the suspected case. If the case is confirmed Positive, the site Supervisor must contact the WDGPH designate and complete a Serious Occurrence.

The person with the suspected case of COVID-19 must visit a COVID-19 Assessment Centre to be tested and inform the Assessment Centre that they access or provide care at GS CARE. The person must confirm a negative result or remain away from GS CARE for a minimum of 14 days from the onset of symptoms.

All persons must be symptom-free for 24 hours before returning to GS CARE.

GS CARE will notify those who may have been in contact with the person exhibiting symptoms and remind them to continue to monitor.

Confirmed Cases of Covid-19

Public Health will notify GS CARE of any confirmed positive cases and will follow up with any close contacts of the confirmed case. An individual risk assessment of the staff and children may occur at the discretion of Public Health.

GS CARE must follow all directions from Public Health and complete all reporting requirements noted in Suspected Cases of COVID-19.

Infection Prevention and Control

Limiting the spread of COVID-19

Wash hands often with soap and water or alcohol-based sanitizer
Cough or sneeze into sleeve
Avoid touching eyes, nose or mouth
Avoid contact with people who are sick

Remind students of the above strategies.

Spend as much time as possible outside – bring activities outside for the students to use.

Encourage social distancing of two metres between students by incorporating more individual activities or activities that encourage space between them.

Remove toys that cannot be easily sanitized.

Do not use communal activities e.g sensory tables, playdough (they can be provided individually).

Avoid getting close to students faces.

Limit snack tables to maintain social distance between students.

Remind parents to label all student's belongings and to only send essentials in back packs, no toys/resources from home.

Health and Safety Protocols

Each cohort will consist of 15 students or fewer and cohorts will remain the same at all times.

If a cohort is sharing a classroom with a core day school group, GS CARE staff and students must not access the classroom and need to remain on the playground or designated space until cleaning and disinfecting, by the school custodian staff, is complete

Each cohort will have it's own bin of outdoor equipment with the cohort identifier. Outside equipment will be disinfected after use at the end of the day.

Every 45 minutes, indoor students will be asked to wash their hands with soap and water and then resume their play.

Every 45 minutes, outdoor students will clean their hands with GS CARE provided hand sanitizer. Sanitizer use will be administered and supervised by GS CARE staff at all times. Sanitizer is approved for age 12 and under.

Shared resources such as markers, pencils, paint brushes etc will be disinfected regularly at set intervals. High touchpoints – taps, door handles, soap dispensers, toilet flush handles, light switches will be disinfected at regularly set intervals (staff can build both into the handwashing breaks).

Staff shall cut and distribute paper as needed.

Toys and activities must be made of non-porous, cleanable/sprayable materials, if they are not, the materials can be out for 1 day and then removed for ten days.

Sensory play activities will be individualized.

Toys and activities will be washed with soap and water at the end of each week (or whenever visibly dirty) to remove sanitizer/disinfectant residue.

At the end of the day, all table and floor toys will be disinfected by GS CARE staff and the tables, chairs and floors will be disinfected by the school custodial staff.

Staff Shifts – Staff shifts at GS CARE will not change. Due to the ongoing split shifts and the time frame of the program, all shifts will remain the same.

Staff meetings – GS CARE monthly, all site, staff meetings will not be held for the 2020-2021 year. Instead, scheduled, weekly site specific team meetings will be held with either Noma or Nanette to check in with staff and to provide support regarding the program and professional development as required.

PD days for the 2020-2021 school year – All planned PD days will be cancelled for this school year. Parents will be informed by email and the information is also included on the GS CARE 2020-2021 Basic Information Sheet which is posted on the GS CARE website and available from all host school offices.

GS CARE Policy Requirements

- Ensure all staff have reviewed the Coronavirus (COVID-19) Policy.

After the initial review, staff are required to utilize the period of time between 2pm and 3pm on one day per week to continue to review the Coronavirus (COVID-19) Policy and the GS CARE staff Manual and to ask questions if any of the information is not clear.

This document is a living document and there may be revisions and additions on an ongoing basis. All GS CARE stakeholders will be notified of any such revisions and additions.